

Baguley Hall Primary School



Wrap Around Care Breakfast and After School Club Policy

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious meal and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

During office hours 8:30am-4pm please ring the school office on: 0161 998 2090

Outside office hours if you need to speak to a member of the team please phone: 07542 366542

Breakfast Club

Breakfast Club Fees:

Daily 7.30 - 8.50 am

Price £2.30 per day (*includes a healthy breakfast*)

Breakfast club runs in the Sports Hall and is managed and staffed by Baguley Hall School staff.

Places are available for children from Nursery to Year 6 and children are escorted to their classrooms for the beginning of the school day. There are a range of indoor activities available and children can also eat a healthy breakfast.

Bookings must be booked and paid for in advance, via the schools' SIMs Pay on line payment system. SIMS Pay will only allow you to book if there are places available. Places will only be reserved on receipt of payment. Children will not be able to attend the breakfast club if not pre booked in to the session.

Parents/carers are required to sign their child in with a member of staff at the Breakfast Club.

The Breakfast Club and After School Club Leader is Mrs Cloake.

After School Club

After School Club Fees:

Daily 3:15 – 6p.m. ***Please note that there will be no After School Club on the last day of each term***

Price £7.50 per day

We have our own After School Club which runs in the Sports Hall and is managed and staffed by Baguley Hall School staff.

Places are available for children from Nursery to Year 6 and children are collected and escorted to After School Club at the end of the school day. A range of indoor and outdoor activities are planned and children are also provided with a cooked, tea time meal.

All sessions must be booked and paid for in advance, via the schools' SIMs Pay on line payment system. SIMS Pay will only allow you to book if there are places available. Places will only be reserved on receipt of payment. Children will not be able to attend the after school club if not pre booked in to the session.

Collection from the After School Club

Children will only be handed over to their parents. If any other person is collecting the child, the After School Club Manager should be notified in advance.

Late Collection from After School Club

If a child is not collected by 6pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then the school's Late Collection policy will be followed.

Sibling discount

The 10% sibling discount is for all second or more places booked on the same session. This will be applied retrospectively at the end of each half term in the form of 1 free session for every 10 which have been booked and paid for.

An email will be sent within the first week of a new term to inform you of the number of free sessions that you have accrued. Upon receipt of this please email afterschoolclub@baguleyhall.manchester.sch.uk with the dates of the sessions you would like booking and they will be processed as soon as possible subject to availability.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies.

In the event of closure:

- Parents will be contacted via the schools text messaging system

Refunds

Requests for credits, refunds or transfers to alternative sessions for sessions booked must be made in writing/via email no later than two working days prior to the session booked. If the school should have to cancel a session, families with bookings will be able to choose either a refund or the chance to carry payment forward to another session.

Absence

When informing the office of absence due to illness if your child is booked into Breakfast Club or After School Club please ask for the message to be passed on that they will not be attending. This will enable the place to be offered to a child on the waiting list.

Staffing and supervision

The children are adequately supervised at all times. Staffing follows a ratio of 1:8.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS Baguley Hall Primary School clearance and have also received child protection training.
- At least one member of staff who is First Aid trained will be present
- All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast and After School Clubs.
- Safeguarding children and protecting them from harm is everyone's duty. Please check that the door is locked when entering or leaving the building.
- Only staff can let other adults into the building.

Use of registers

Children are registered as they enter the Sports Hall. The After School Club Manager retains the registers for the duration of the session. In case of an emergency where children have to be evacuated from the building, the register must be taken by the Manager and the children and staff checked against the register to ensure they are present.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the school office on request or can be found on the school website.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's complaints policy

Links with other policies

Late collection policy

Safeguarding policy